Premier Guide:

Downloading the program:

- Go to www.ndcapremier.com.
- In the upper right corner, pull down the Organizers menu and choose DownloadPremier.
- Current passphrase: Dance With Me NDCA 2018 (case sensitive).
- Wait until the download is complete, then move the compressed file to your preferred location for Premier in your computer. Strongly suggest creating a folder on your C-drive labeled 'Premier' to keep all your Premier files in a single location.
- Right click on the compressed file and choose 'Extract All'
  - o Also available by double-clicking; extract all folders
  - o This will create another folder in your Premier file with the name of the Release
  - o Inside that folder is a folder called Release; inside that folder are the 10 components of Premier.
  - o Open the Release folder; create a shortcut for the Premier Application (with the NDCA logo; not .vshost)
  - o Move the shortcut to your desktop or pin to your task menu.
    - ▪ You will need to repeat these actions each time you download Premier.
    - ▪ It is suggested that you keep one or two previous versions as compressed files in case you need to revert to a previous version at any time.

Opening the program:

- Double click on the Application (not .vshost) in your current Release folder; OR by double clicking on the shortcut or the pinned item
- Click on run program
  - o You may see a Windows message box asking you about running a program from an unrecognized developer or source; if necessary, click on 'more' then 'run program' to open Premier.
- You will see the Main Menu for Premier, with Step 1 highlighted (Create or Open a Competition Database)
- Double click on Create or Open a Competition Database; this will open a dialogue box with the following message: Do you wish to create a new competition database:
  - o If you are creating a brand new database, choose yes
    - ▪ You will then have to enter the authorization key you received from Richard Booth.
    - ▪ **WARNING: Your computer must be connected to the internet in order for your authorization key to be verified**.
  - o If you already have a database and want to open it, choose no.
    - ▪ Premier will open the location of the last closed database file; if this is not where you've got the files for the database you want to open, you will have to navigate to where you've stored your current files
    - ▪ Premier works with Access Database files (extension is .mdb)

- ▪ Double click on the database you want to open in Premier
- Enter your user name and password (Remember, Premier is case sensitive)
  - o You may see an message asking you to wait 5 seconds before proceeding. That's fine!
  - o Click on ok – you should wait a short bit and then see a message declaring Success! Click on OK.
  - o You can open a file that's past its authorization date, but you will see a message asking if you want to provide a new authorization key.

Main Page:

- You have 9 possible menu items on the top line
  - o Database: all database options are under this menu such as create a new database; create a new database from an older database; save database; save a copy of a database; create a database copy without sensitive information (sanitized); and create or edit users.
  - o Set Up Steps: all the steps that are also enumerated in the center of the page are available from this drop down menu.
  - o Merging: all merge functions are in this drop down menu, including enabling merge mode, creating copy databases for client computers, and merging databases.
  - o Schedule: navigate to your schedule from this drop down menu.
  - o Show Lists: the most used drop down aside from Schedule, under this item you'll access a list of your events, couples entered, formation teams, competitors, spectators, judges, dance studios, solo entries, packages sold, checks received and sent, financial credits, and comments.
  - o Awards: you define points and award types here, and then you come here to calculate award placements for Top Awards.
  - o Reports/Misc: Hotel nights, meals purchased, ticket report, other items, organizer's summary, studio package cover sheets, trophy reports, etc.
  - o Statistics: detailed information about entries sorted by category and age
  - o Help: currently under development, but where you can verify what version of Premier you have open.
- You also have 5 radio button choices in the center of the screen
  - o Initial Set Up: shows the list of steps you must complete to set up your comp, including naming the event, what type of event it is, defining sessions, adding unique dances or categories to your event, entering the officials and judges.
  - o Event Set Up: shows the 4 steps you must complete to create dance entries for your comp, including defining categories, proficiency levels and ages, adding dances to categories, defining any limitations or requirements (category rules), and assigning events to sessions and floors.
  - o Price Lists: Set prices for any non-entry items here, including hotel nights, meals, tickets and other custom items; then you can add packages by combining items from your price list.
  - o Awards: define awards points and tables, as well as award categories.
  - o Event Entries: all types of entries are created through the choices on this page, as well as assigning numbers to competitors and creating the heats for your event.

REGISTRATION FUNCTIONS AT THE COMPETITION:

Printing for MC, Judges, et – Single Dances:

- Open the Schedule by either using the drop down menu under Schedule: Show Schedule OR by hitting Ctrl+S.
- You can navigate through sessions with the upper left hand drop down menu.
- While holding down the shift key, highlight from the first line to the last line you want to print. Take care to include entire heats.
- Pull down the print menu
  - The first option is "Show Judge Sheet/MC Set Up Options". Use this to set parameters such as printing Judge's sheets with one or two columns of events, scrutineering input (numbers or places), what's included on the MC sheets
  - The second option is "Print Setup" – use this to set margins
  - The third option is "Print Font" – experience has shown that Arial Narrow at 10pt is your best option.
  - When in doubt, use the 4th option 'previews' to see what you're about to print before committing ink to paper.
- Once you've selected what you want to print, pull down the Print menu and go to **Print MC/On Deck Schedule** (9 items down; ignore MC/On Deck Heat Information). You will open a further option box; choose 'For Selected Items Only'. Hit print to open a new dialog box.
- MC/On Deck Print Schedule Options include page numbers, heat times, judge panels & underlining of competitors in previous heat; default is page numbers, heat times and underlining – use this!
- Close options box to get printer dialogue box
- Make sure that you print the correct number of copies & that **collate is checked.**
- Hit print
- Highlighted selection will remain highlighted. Pull down the Print Menu again and go to Print Judges Sheets.
- Again, enter the correct number of copies, and make sure that **collate is checked!**
- ***Remember to print for the runners; since we often use 2 columns for the judges, these sheets will not be sync'ed to the MC pages.***
- There is an Invigilation Form, but you must assign judges in order to print it. Try to do this after you've given the scrutineers their update databases, then assign 3 judges to the heats plus 1 syllabus judge. Then from the print menu, choose Invigilation Infraction Form; print one copy.

Printing for MC, Judges, et – Multi- Dances:

- Multi-dances can be printed with all the dances in the event on a single sheet OR with a separate sheet for each dance in the event.
  - If the heat is very large, quarter-final or larger OR you have minimal time to get a recall back to the podium, it's probably better to do separate sheets.
  - If the heat is a semi, a final, or you have plenty of time to get a recall out, it's more paper efficient to print on a single sheet.

- If the event doesn't fit on a single page, Premier will split it so that all competitors in a single dance are on a page (no orphans).
        - If in doubt, ask the chairperson what his/her preference is.
        - Keep in mind that it takes more paper and more time to print the separate sheets.
- Select the events to print as above, with these exceptions:
        - Premier cannot print through the finals of events that have preliminary rounds.
        - Using the control key (not the shift key), select only events that are the first round (1/1, 1/2, 1/3, etc.).
        - Select only the events you want to print on a single sheet first.
        - Repeat manual selection for any events you want to print with dances on separate sheets.
            - **IF YOU KEEP A SECOND ROUND IN YOUR PRINT SELECTION YOUR PRINT JOB WILL BE CANCELLED COMPLETELY THE FIRST TIME IT HITS THAT ROUND.**
- Select Judges Sheets from the pull down menu.
- Make sure that you print the correct number of copies & that **collate is checked.**
- Even though you have collated checked. If you don't have a printer that delivers the pages face down, you will have to collate them manually.
- If you print both single sheet events and separate dance sheet events, you will need to collate them manually.
        - *Multi-Dances will require a fair amount of manual collation –<u>PRINT EARLY!!!</u>*
- If you changed your print option settings to print each dance on a single sheet, remember to change it back as soon as you've finished that print job.

<u>Adding/Deleting/Scratching Entries from Studio List:</u>

- Open the Studio List by pulling down the 'Show Lists' Menu.
- Find the studio in which the entries you want to scratch are located
        - If you're not sure what studio the person is in, use the Competitor/Spectator list to find the studio; then go back to the studio list
        - Highlight, then right click on the studio
        - Chose 'Show Couples in Studio'.
- Highlight the couple you want to adjust
        - If you want to add entries, right click and 'Edit Couple Entries'
            - That will open the entry form for that couple on the show entries tab.
            - While on this tab, you can select a dance or dances and adjust the age, the level, the type (contested or judged separately or proficiency) of entry by highlighting the entries you want to adjust and right clicking, choose the option you want to adjust and specify the adjustment.
            - You can also scratch or delete the highlighted entries by right clicking.
            - You can move to the Add Event Entries tab and add new entries;
            - *After any adjustment, you must SAVE or your changes will be lost.*
        - If you want to scratch all entries
            - Right click and select 'Scratch Couple from Events'
            - This opens a list of events for the couple by event name *(no heat numbers)*
            - Check all dances you want to scratch

- If all entries are scratched, there is a button on the upper right side to check all events at once
- ***SAVE & CLOSE***
    - If you want to delete entries *(removing all fees)*,
        - All entries, right click and pick Delete Couple from All Events
        - Only particular entries, right click and Edit Couple Entries
        - Select the events you want to delete, and right click to Delete
        - Once you save, you will have a choice about leaving or deleting the fees associated with those entries. In general, we delete the fees or we scratch instead of delete.

Adding/Deleting/Scratching Entries from Couples List:

- Open the Couples List by pulling down the 'Show Lists' Menu.
- You can search by name, or sort by name; the search box will search the column that you are currently sorted by.
    - Type in the first few letters of the name, and you will see a yellow highlight around the names most similar to what you've typed.
    - Choose the couple you're looking for.
- Highlight the couple you want to adjust
    - If you want to add entries, right click and 'Edit Couple Entries'
        - That will open the entry form for that couple on the show entries tab.
        - While on this tab, you can select a dance or dances and adjust the age, the level, the type (contested or judged separately or proficiency) of entry by highlighting the entries you want to adjust and right clicking, choose the option you want to adjust and specify the adjustment.
        - You can also scratch or delete the highlighted entries by right clicking.
        - You can move to the Add Event Entries tab and add new entries;
        - ***After any adjustment, you must SAVE or your changes will be lost.***
    - If you want to scratch all entries
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        - ***SAVE & CLOSE***
    - If you want to delete entries *(removing all fees)*,
        - All entries, right click and pick Delete Couple from All Events
        - Only particular entries, right click and Edit Couple Entries
        - Select the events you want to delete, and right click to Delete
        - Once you save, you will have a choice about leaving or deleting the fees associated with those entries. In general, we delete the fees or we scratch instead of delete.

Printing a Heat List from the Studio List:

- Open the Studio List by pulling down the 'Show Lists' Menu.
- Find the studio in which the entries you want to scratch are located
    - o If you're not sure what studio the person is in, use the Competitor/Spectator list to find the studio; then go back to the studio list
    - o Highlight, then right click on the studio
- Choose 'Show Attendees in Studio'
- Highlight and right click the person who's heat sheet you want
- View Selected Competitor Heat List
- Answer 'yes' to 'Do you wish to include specific event times, etc.'
- Once the heat list displays, pull down the print menu and print the heat list.

Scrutineering in Premier – the basics:

- From the slightly grey options on the top menu bar, select Schedule.
- From the drop down menu, select Show Schedule; this will open the schedule view.
    - o You may choose to show the competitors OR only show the event names.
    - o You don't need to see the competitors by name in order to scrutineer an event.
    - o It's easy to switch between the 2 using the Couples/Competitors drop down menu, using Show/Hide Couples options
    - o On the Schedule of Events, you will see (from left to right)
        - ▪ A red check mark (if the event is scrutineered
        - ▪ The heat time
        - ▪ The heat number
        - ▪ The floor on which the event will be danced
        - ▪ The round being run over the total rounds for the event
        - ▪ The event name
        - ▪ The number of entries in that event
        - ▪ The number of heats for that event
        - ▪ The number of dances in the event
        - ▪ The number of judges currently assigned to the event
        - ▪ The duration of the event as calculated by Premier
- **To assign judges to an event**
    - o Put the highlight on the event line
    - o From the top menu, select Edit Events
    - o From the drop down menu, select Edit Judges
- **To enter judges' marks for single dances**
    - o Select the event or events you want to enter marks for by placing the highlight on the first event, and using the shift and select to highlight the block.
    - o Click on Run Next Round; this will open the scrutineering box
    - o Click on Enter Marks to open the entry box
        - ▪ You will see the judge's name at the top and a list of numbers on the right side

- ▪ Events are separated by spaces; heats are separated by a horizontal line
  - o Enter the marks for a single judge at a time; you will not need to hit enter.
  - o The cursor will move to the next judge automatically
  - o You can navigate through the marks with the arrow keys; you can navigate through the judges by selecting their number at the top.
  - o You can erase a mark by moving to it and hitting backspace
  - o You will be prompted if you make a mistake like trying to enter 2 1s in a contested event.
  - o Uncontested events can only be marked 1 or 2
  - o You can close this box before entering all the judges' marks
  - o Close the box – you should now see computed results for each single dance.
    - ▪ If so, you can hit 'Close'
    - ▪ If not, hit 'Compute Marks' to calculate results, then hit 'Close'
    - ▪
- **SHORTCUT To enter judges' marks for uncontested single dances**
  - o Select the event or events you want to enter marks for by placing the highlight on the first event, and using the shift and select to highlight the block.
  - o Hold down the 'ctrl' key and hit the '1' key on your keyboard.
  - o Wait – all the uncontested events in the block you just marked will get red check marks!
  - o To mark the contested events in the same block, mark the block again and click on 'Show Results'
    - ▪ Hit 'Enter Marks' to open scrutineering box
    - ▪ Enter marks ONLY FOR THOSE CONTESTED EVENTS – the cursor will move automatically to the next contested event, skipping over the previously marked uncontested events.
    - ▪ Close the scrutineering box
- **To enter judges' marks for proficiency events**
  - o Select the event or events you want to enter marks for by placing the highlight on the first event, and using the shift and select to highlight the block.
  - o Click on 'Run Next Round' or 'Show Results'
  - o Click on 'Enter Marks'
    - ▪ If you've got non-proficiency entries to mark, do so now
    - ▪ Hit 'Close'
    - ▪ If you've got proficiency entries in the same block of entries, you will be automatically directed to a second scrutineering box where you will enter the proficiency scores by judge
    - ▪ Once you've entered them, hit 'Close' again and you will go to the schedule page.
- **To find the next event to scrutineer**
  - o Hit 'Ctrl'+'S' to move to the next heat to scrutineer
  - o This is also good to check for missed heats